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Handwritten initials

9 November 1953

Handwritten notes:
12/31 1/14
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MEMORANDUM FOR: Chief, Administrative Staff
Chief, Coordination & Requirements Staff
Chief, Inspection & Review Staff
Chief, Procurement Division
Chief, Supply Division
Chief, Transportation Division
Chief, Real Estate & Construction Division

FROM: Chief of Logistics

SUBJECT: Quarterly Summaries of Office Objectives

1. In order to expedite quarterly summaries of objective progress of each Division and Staff element within the Logistics Office, it is requested that the following information be forwarded to the Chief, Special Staff within two weeks after the close of each quarter within the current fiscal year:

- a. List of those objectives completed during the quarter.
- b. List of those objectives not completed during the quarter.
- c. List of any new objectives to be completed during the balance of the current fiscal year.

2. This information will be of great value in determining the overall progress of each Division and Staff and will expedite the quarterly review of the Logistics Office objectives.

JAMES A. GARRISON

Handwritten: LO/ES/AR/Link (9 Nov 1953)

Distribution:
1 - Each Addressee
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Document No.	1
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<input type="checkbox"/> Declassified	
Class. Changed To:	TS S B
Auth:	HR 78-2
Date:	13 OCT 1978
By:	<i>Handwritten signature</i>

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